

Below are the instructions for how to transition your corporation or special education cooperative's "front door access" to Indiana IEP (IIEP) from Learning Connection (LC) to the new LINK Portal (<https://link.doe.in.gov>).

The benefits for accessing IIEP via LINK include:

- Uses the local username/password (Use either "Sign in with Google" or "Sign in with Microsoft")
- Improved security — When an employee leaves and local access is disabled, that employee's access to the IIEP is also disabled.
- Local control of school access by District Administrators
- Cooperative Access for employees of the cooperative who serve multiple corporations

Steps to Transition	
Step 1: Know your Transition Weekend Date and Attend a Webinar Session	
<p>IDOE has assigned transition dates based on school type.</p> <p>March 5-7: Independent school corporations and the Indiana Department of Corrections (IDOC)</p> <p>April 9-11: Charter schools and charter school groups</p> <p>May 14-16: First half of all special education cooperatives</p> <p>June 18-20: Second half of all special education cooperatives</p> <p>Webinars dates are within the memo, posted here.</p>	
Step 2: Communicate	
<ul style="list-style-type: none"> • Form a Team: Communication/review of these instructions should occur between the Special Education Director and the LINK Security Coordinators. • Special Education Cooperatives: The entire cooperative and member corporations must transition at the same time. Within LINK, the cooperative provides the staff type for persons who serve more than one corporation. • Charter Groups: Charter companies that have staff who need access to more than one charter school within Indiana IEP must transition together. The charter company will provide the LINK access to staff who serve more than one charter school. 	
Step 3: Prepare	
<ul style="list-style-type: none"> • Learning Connection: Remove IIEP Access for any staff who do not currently require this access. <ul style="list-style-type: none"> ○ School for the Deaf and School for the Blind educators will have LC access removed, 	

not IIEP access removed. Within IIEP, their account type should be set to “local account. ISBVI/ISDHH staff will retain their state-run facility email addresses.

- **Learning Connection:** Update all email addresses to match the G-Suite or Microsoft emails used for the LINK logins. This will help to ensure that the emails on the IIEP accounts are in sync.
 - Contract staff will need to be issued a Google or Microsoft account on your domain.
- **IIEP:** After the above LC tasks are complete, wait 48 hours. After that time, within IIEP, review Unknown and inactivate users and be sure to update emails as needed.

Important: The email on the IIEP account must match the Google/Microsoft email. Otherwise, the LINK account will not sync up with the IIEP account. LINK does not utilize aliases, so make sure that emails have been updated in cases of marriages, name changes, etc.

Detailed instructions for Step 3 are located at the end of this document.

Step 4: Set-up Staff Types within LINK

- **LINK Security Portal:** Prior to the transition weekend, the Security Coordinator will add the staff type (role) of “Student Support Plans,” which will provide access to IIEP via the EdPlan tile.
- Staff types can either be added manually or uploaded in mass. (We recommend uploading in mass; see “Staff Type Assignment via Upload” pdf below for instructions.)
- Cooperative staff serving multiple corporations will need to be manually entered by the cooperative’s Security Coordinator.

See the pdf, [Staff Type Assignment via Upload](#)

Step 5: Try it out!

- Staff may practice logging into LINK with the “Sign in with Google” or “Sign in with Microsoft” options.
- NOTE: The EdPlan tile will **not** function before the transition weekend, but will be visible to those who have “Student Support Plans” added to their staff type in LINK.
- Make sure everyone can log in and see the EdPlan tile. Make sure to logout.

See the pdf, [LINK User Login Support](#)

Step 6: IDOE Weekend Transition

- Staff should NOT plan to access IIEP during the transition weekend.
- IEP Access via Learning Connection will be removed beginning Friday at 3pm (EST) of the transition weekend.
- IDOE/PCG will transition IEP accounts beginning Friday afternoon through early Sunday morning.
- Sunday morning: Special Education Directors will test their access to the EdPlan tile through the LINK portal. The tile should be functional at this time.
- Sunday: Cooperatives and Charter Groups: For staff who are set up at your cooperative/charter group that access multiple corporations, the IEP Administrator will need to

log in and perform the following activities for staff serving multiple corporations of legal settlements (COLS):

- [Aggregate District Admin User Training Manual](#)
- [Aggregate District Admin Add/Remove Users Video](#)
- Monday morning: All staff will have access to IIEP via LINK.
- After the transition weekend, staff will ONLY access IIEP via LINK. Adding back “access” via Learning Connection will create a duplicate account and should not be done.

Support

- For questions regarding altering Learning Connection accounts for the transition or questions regarding setting up LINK access, please email link@doe.in.gov.
 - For questions regarding the transition, please email rweiss1@doe.in.gov or cpawlicki@doe.in.gov.
 - IIEP questions should begin with your local IIEP Administrator.
 - LINK login questions should be directed to your Security Coordinator.
 - All questions regarding IEPs should continue to be entered by the local administrator on the IIEP Message Board.
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Detailed Instructions for Step 3

Corporation Administrator is the Learning Connection role that can modify accounts in Learning Connection. To locate the Corporation Administrator, please check with your administrator or your organization’s Security Coordinator.

LC: Removing IIEP Access from Learning Connection

Corporation Administrators should remove IIEP access for any persons who do not currently require access to IIEP. This would be any person not currently employed by the cooperative/corporation and/or any person who requires no access to IIEP.

- Administration
- Corporations > Click on the Name of the Corporation
- Educator tab, locate the person
- Click “Set Permissions” next to the person who you wish to remove
- Choose “No Access” for IEP Access
- Click “Save”

LC: Updating the Email Address in Learning Connection

All staff are able to update their email address by logging into the Learning Connection at the following link or by editing it on their Profile page at

<https://learningconnection.doe.in.gov/Profile/EditEmail.aspx>.

Learning Connection Corporation administrators may also change email addresses under Administration > Users.

Important: Update all email addresses to match the G-Suite/Microsoft emails. Personal email addresses cannot be used. Contract staff will need to be issued a Google or Microsoft account on your domain. The email on the IIEP account must match the Google/Microsoft email.

LC: Report to Review Access and Email Addresses

Corporation Administrators can download an Excel report of persons that have IIEP Access, as well as their current email addresses.

- Administration
- Corporations > Click on the Name of the Corporation
- Educator tab
- Click “Corp Members Report” to download a list of who is currently in the system and what their email address is.

IIEP: Review and Inactivate Unknown Users in IIEP

Review Unknown users and inactivate or update as needed. A District Administrator in the IIEP System can review the accounts and either remove/inactivate or update the user type as needed.

- To view any staff listed as an “Unknown” user, click Admin from the top green menu and click Users.
 - Choose “Unknown” from the list of user types.
 - Click the “View Users” button at the bottom of the page.
 - The next screen should show any users listed as “Unknown”.

- Click on the Del box next to the user's name. Then click on the "Inactivate Selected Users" to inactivate them.
 - Do not inactivate IDOE staff.

IIEP: Review email addresses within IIEP

After Learning Connection accounts are cleaned up, wait 24-48 hours and then review emails directly within the IIEP program itself.